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ABSTRACT

This one-stop guide for trainers and educators of adults in industry, business, or the professions details a results-oriented instructional strategy that is based on the following principles for instructing adults effectively: (1) act as a leader, helper, guide, change agent, coordinator, and facilitator of learning; (2) promote active participation and three-way communication; (3) develop a collaborative climate; (4) recognize learners' individuality; (5) assist learners in setting and understanding goals; (6) use effective questioning; (7) be experience-centered; (8) promote mutual problem solving; (9) be a group member; and (10) reinforce learning through self-evaluation. The book is written for all instructors of adults, from novice to expert, and illustrates all concepts with practical examples. The following are among the specific topics discussed: (1) the effective instructor as a behavior model and change agent; (2) communication and the instructor; (3) the adult learning process; (4) writing and using instructional objectives; (5) instructional evaluation and test development; (6) lesson planning for effective instruction; (7) methods of instructional delivery; (8) motivation of adult learners and training for success in learning; (9) comprehensive lesson, course, and program evaluation; and (10) learning environments. A kinetics dictionary of body language is appended. (Contains 84 references.) (MN)

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